CHARTER

for the

TRAFFIC FLOW & ENTERPRISE MANAGEMENT

INTEGRATED PRODUCT TEAM

CONFIGURATION CONTROL BOARD

September 26, 2003

Revision 1

Submitted by: _____
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Director TFM IPT Program Office

Approved by: _____
Norman Fujisaki, ASD-2
NAS CCB Co-Chair

Approved by: _____ 10/15/2003
Robert Long, AAF-2
NAS CCB Co-Chair

TFM CCB Coordination Signature Page

Organization		Signature
AUA-700	Deputy TFM IPT Lead	
AUA-710	Business Support Services Team Lead	
AUA-720	Implementation & Sustainment Team Lead	
AUA-730	Product Development Team Lead	
AUA-740	Research & Strategic Planning Team Lead	
ACB-720	AT Control Engineering and Test Division	
AOP-1000	NAS In-Service Management Division	
AOP-400	Airways Support Facilities	
AOS-330	Operational Support Services	
ARU-200	Traffic Management & Offshore Systems	
ASD-120	NAS Systems Architecture & Program Eval	
ATT-220	Air Traffic System Requirements	

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1. Introduction

1.1 Purpose

This charter establishes the Traffic Flow Management Integrated Product Team Configuration Control Board (TFM IPT CCB) and assigns responsibility for establishing and controlling changes to the baselines for the TFM IPT Configuration Items (CIs) identified in Appendix A. TFM IPT-controlled baselines include software, hardware, firmware, Automatic Test Equipment (ATE), training devices, and training curricula. Changes include NAS Change Proposals (NCP), Change Requests (CR), Document Change Requests (DCR), Request for Deviation forms, and any other FAA or TFM IPT CCB-approved change request forms.

Approval of this charter empowers the TFM IPT CCB to approve all changes to the TFM IPT-controlled CIs (Appendix A).

The goal of Configuration Management (CM) through the TFM IPT CCB is to ensure that changes to the TFM IPT-controlled CIs are visible to all interested parties and that consistent technical assessment and direction is applied to each TFM IPT controlled product. The TFM IPT CCB shall establish Operating Procedures, which will define the detailed processes required to execute the responsibilities established by this charter.

The Product Team Leads for the CIs that are controlled by the TFM IPT CCB shall establish, document, and maintain a CM Program for their respective CIs.

1.2 Authority

The TFM IPT CCB is established in accordance with the FAA Acquisition Management System and FAA Order 1800.66, Configuration Management Policy.

2. TFM IPT CCB Responsibilities

The TFM IPT CCB shall have the following responsibilities:

A. Performing functions as established in this charter.

B. Maintaining and approving proposed changes to the TFM IPT CCB Operating Procedures.

C. Ensuring through status updates that all approved changes are completed.

D. Establishing and maintaining the TFM IPT functional and product baselines.

E. Defining the TFM IPT configuration item documentation and specifying which items comprise each TFM IPT subordinate (product) baseline.

F. Ensuring that specifications under the jurisdiction of the TFM IPT CCB are approved in accordance with current version of FAA Order 1800.66.

G. Processing changes in accordance with the configuration control procedures as described in the TFM IPT CCB Operating Procedures.

H. Ensuring that proposed changes with interface impact are coordinated with the responsible organizations.

I. Reviewing, approving, disapproving, deferring, or elevating changes to the controlled baselines coming before the TFM IPT CCB. In making decisions or recommendations regarding proposed changes, the TFM IPT CCB shall give consideration to safety, operational effectiveness, logistics support, life cycle cost savings, resource management, and affordability. The CCB must not approve proposed changes, which are not funded.

J. Documenting and tracking TFM IPT CCB actions and decisions in accordance with the processes and procedures as defined in the TFM IPT CCB Operating Procedures.

K. Ensuring that NAS-MD-001 is kept updated to reflect the current status of the TFM IPT CIs listed in Appendix A.

3. TFM IPT CCB Participants

The following individuals, or their designated representatives, are active participants in the TFM IPT CCB:

A. Permanent Members

1. Chair: TFM IPT Lead.
2. Secretary: Representative designated by the Chair.
3. Members:
    - AUA-700 Deputy TFM IPT Lead

- AUA-710 Business Support Services Team Lead
- AUA-720 Implementation & Sustainment Team Lead
- AUA-730 Product Development Team Lead
- AUA-740 Research & Strategic Planning Team Lead
- ACB-720 Air Traffic Control Engineering and Test Division
- AOP-1000 NAS In-Service Management Division
- AOP-400 Airways Support Facilities
- AOS-330 Operational Support Services
- ARU-200 Traffic Management & Offshore Systems
- ASD-120 NAS Systems Architecture and Program Evaluation
- ATT-220 Air Traffic System Requirements

B. Non-Permanent members

1. Ad Hoc: Representatives of FAA organizations, not otherwise represented by a Permanent Member, who may be impacted by specific changes being considered by the TFM IPT CCB:

2. Technical Advisors, Consultants, and Program Control Specialists: Specifically qualified personnel, as required by the TFM IPT CCB to provide specific technical or programmatic expertise to the deliberations of the CCB.

4. CCB Administration

The TFM Executive Secretary will be responsible for scheduling CCB meetings, coordinating and performing the administrative tasks that support the TFM CCB. These tasks include, but are not limited to:

- Preparing and distributing the CCB agenda and minutes
- Elevating proposed changes to the NAS CCB, if required
- Monitoring all configuration control functions under TFM CCB authority

5. TFM IPT CCB Recommendations And Decisions

The TFM IPT CCB shall review and make recommendations to the TFM IPT CCB Chair to approve, disapprove, defer, or elevate proposed baseline changes. The TFM IPT CCB

Chair shall make CCB decisions based on a consensus of those permanent members that are in attendance at a given CCB meeting. Given a lack of consensus, the TFM IPT CCB will elevate the change proposal to the NAS CCB.

Decisions on individual changes will be documented in a Configuration Control Decision (CCD), prepared by the TFM IPT CCB Secretary, and signed by the CCB Chair.

Action items relating to the disposition of individual changes will be documented and tracked by the TFM IPT CCB Secretary.

TFM IPT CCB decisions may be appealed by an organization that is impacted by the proposed change, as outlined in the TFM IPT CCB Standard Operating Procedures.

6. Changes to the Charter

This charter will only be changed upon recommendation of the TFM CCB and approval of the NAS CCB.

7. Delegation Of TFM IPT CCB Authority

The TFM IPT CCB Chair can authorize any CCB Permanent Member to act as the Chair by documenting the scope and duration of such authorization in a memorandum sent to the CCB Secretary.

Appendix A TFM IPT Configuration Items (CIs)

The CIs listed below are under the control of the TFM IPT CCB. Currently, these CIs reflect the primary products, which will comprise the TFM IPT system. As these CIs, which include hardware, software, and documentation, or components thereof, are placed under configuration control, they will be entered into the Master Configuration Index and contained in the NAS Subsystem Baseline Configuration and Documentation Listing, NAS-MD-001.

Traffic Flow Management Infrastructure (TFM-I) includes:

Departure Spacing Program (DSP)

Enhanced Traffic Management System (ETMS)